

# Sign Grant Program

Thank you for your interest in the Pocahontas Sign Grant Program. The City of Pocahontas has set aside funds to assist businesses to replace signs in the Pocahontas business district. The grant, which pays one-half of the costs (not to exceed \$500 of grant funds) associated with approved signage.

Enclosed you will find a copy of the program overview, which lists eligible and ineligible improvements, explains the application and review process and details the information required with the application, as well as the grant application.

To become eligible for funding, please complete the application and return it and all other required information as requested to the City of Pocahontas at your earliest convenience.

Upon receipt of your application, we will invite you to meet with the Review Committee to discuss your sign project. The Committee will make the final determination of grant approval.

If we can be of further assistance in the meantime, please do not hesitate to call (712) 335-4841 or email [pokyclerk@hotmail.com](mailto:pokyclerk@hotmail.com)

Sincerely yours,

Joan DeWall  
City Administrator

# Sign Grant Program

## Overview

This is a grant program sponsored by the City of Pocahontas to assist businesses to replace signs in the business district. The applicant pays one-half of the costs associated with approved sign replacements. Maximum grant funding allowed is \$500.

## Program Requirements

- Business or property owner must possess a newly executed lease or a lease renewal for a minimum five-year term or provide evidence of ownership of property.
- Renovation must comply with City sign requirements.
- Business must present copies of related contracts and paid invoices for reimbursement of approved expenditures.
- Maximum project reimbursement of \$500.

## Eligible Signs

- Signs that have been approved for size and design

## Ineligible Signs

- Modifications or removal of architectural and historic features
- Work already commenced or a building permit has been issued prior to the application

## Application and Review Process

- The applicant submits the application to the City Administrator who refers it to the Review Committee, which reviews the applicant's request and makes a final decision on the application.
- All work must begin within 60 days of approval and end no later than 180 days from the notice to proceed unless otherwise authorized.
- Upon satisfactory completion of the project, copies of all invoices, bids, affidavits and waivers of liens will be submitted to the Review Committee.
- If all of the requirements listed above are satisfied, the Committee will prepare a check in the amount of the grant.
- Change orders will not be covered through the grant, unless the work was approved by the Review Committee.

## Information Required with Application

- Colored picture of sign with proposed sign dimensions.
- Estimates of the sign costs.
- Executed lease or lease renewal, for minimum term remaining of five years, or evidence of ownership of property.

***The program procedures described above may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify the program requirements at any time at its discretion, with or without notice. Awards are subject to available funding.***